

BROOKHAVEN NATIONAL LABORATORY GENERAL CLINICAL RESEARCH CENTER POLICY	GCRC POLICY: IC-12	PAGE 1 OF 2
	PREPARED BY: B. Pyatt	Infection Control
	REVIEWED BY: W. Gunther Manager	GCRC
	APPROVED BY: G. J. Wang Chair	Medical Dept.
	EFFECTIVE DATE: 11/16/06	
SUBJECT: Housekeeping Services	REVISION HISTORY: 5	

1.0 PURPOSE AND SCOPE

This Guideline defines the Housekeeping Services program for the Department. It applies to all personnel. The Infection Control Practitioner is responsible for implementing this program. Additional responsibilities are defined within the Guideline.

2.0 APPLICABLE DOCUMENTS/DEFINITIONS

- 2.1 Medical Department Guideline, Bloodborne Pathogens (IC6.1)
- 2.2 Medical Department Guideline, Handling and Disposing of Medical Waste (IC-6.2)

3.0 GENERAL NOTES

Housekeeping Services provides a clean environment for subject care. The provision of a clean environment includes cleaning, collection and disposal of solid waste, and laundry services in some facilities.

The Housekeeping Services procedures provided by Infection Control for cleaning include:

- a. Selection, preparation and use of cleaning, sanitizing and disinfecting agents.
- b. Mechanical cleaning.
- c. Sanitization and disinfection.
- d. Preparation of subject rooms for occupancy.
- e. Maintenance of general sanitary conditions in subject care, treatment and support areas.

Contamination occurring in the inanimate environment is believed to present a risk when there is potential mode of transmission to a subject or employee, by medical devices, equipment, or hands of personnel.

Selection of inappropriate detergents, sanitizers or disinfectants may fail to reduce microorganisms to a safe level and/or fail to kill vegetative organisms and viruses. Therefore:

- a. Select detergents for areas of low contamination and low risk of disease transmission (e.g., areas where there is no direct or indirect subject care).
- b. Select sanitizers for areas where contamination with normal flora is likely and where the concern is reduction of organisms to a safe level as judged by public health requirements (e.g., public restrooms).
- c. Select disinfectants for areas of high contamination with potential or actual pathogens and high risk of disease transmission (e.g., areas of direct or indirect subject care).

4.0 MATERIALS

- 4.1 Plastic bags, sharps containers, ICC's, dust cloths
- 4.2 Disinfectants: Maxima, Unicide, Clorox, Dispatch, etc. Follow manufacturer's and dilution instructions for use.

5.0 PROCEDURE

Housekeeping Services shall follow the Schedule for Routine Housekeeping (Attachment 7.1)

Housekeeping personnel shall:

- 5.1 dilute cleaning solutions properly.
- 5.2 wash and rinse all soap and disinfectant containers before refilling and label containers as to contents and expiration date.
- 5.3 use spray/squirt bottles to apply agent to furniture, equipment, other horizontal and vertical surfaces.
- 5.4 use proper bed making techniques:
 - a. Wipe chair off before placing linen on chair
 - b. Do not place linens or pillow under arm, chin or in teeth.

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c. Never place dirty linen on floor.

5.5 clean and disinfect utensils and store appropriately.

5.6 use single-use liquid soap dispensers or alcohol hand dispensers within the GCRC, no bar soap shall be used.

5.7 use sturdy plastic bags to line wastebaskets and other receptacles.

a. Close bags securely and remove when 3/4 filled.

b. Use red-colored biohazard bags for contaminated or isolation waste (IC-6.2)

c. Use covered collection bin or cart in which to place bags. (If covered wastebaskets/cans used, lids should be operated by foot pedals).

5.8 use sharps containers for needles, scalpel blades, glass ampules and other sharps (IC-6.1/2)

5.9 wear heavy-duty gloves when handling bags of waste and sharp containers.

5.10 contain linen at source of use in covered bags or closed hampers.

a. Bag all soiled/wet linen using moisture-proof bag or hamper.

b. Do not pre-rinse linen.

c. Collect all soiled linen at regular intervals.

d. Transport in covered carts or closed bags: avoid overfilling carts.

e. Clean carts at scheduled time intervals.

f. Use separate cart for clean and soiled linen.

g. Avoid unnecessary handling of soiled linen.

h. Use disposable linens whenever possible.

i. Wash hands frequently during work and at breaks or meal times.

j. All linen shall be dropped off in Room 5-110.

k. All linen from satellite facilities shall be brought back and placed into Room 5-110, "Laundry", IC-5.

5.11 reduce potential contamination

a. Avoid cleaning methods that generate dust

b. Have personnel wear gloves when handling waste and sharps containers and during other procedures

c. Wash hands

6.0 RECORDS

None

7.0 ATTACHMENTS

7.1 Schedule for Routine Housekeeping

The only official copy of this file is the one online at the Medical Department website under "Clinical Research Center Policy Manual." Before using a printed copy, verify that it is the most current version by checking the document effective date on the website.